Dhirubhai Ambani University

Formerly known as
Dhirubhai Ambani Institute of Information and Communication Technology

DG/Notification/2025/163   14th May 2025

Teaching Assistantship Policy
(Effective from June AY2024-25)

Teaching Assistants play an important role in teaching-learning activities in all the programmes. The institute provides financial support to students in the form of teaching assistantship. The institute revises stipend for students from time to time. Being involved in assisting in various courses teaching assistants avail opportunities in upgrading their skills having close interaction with the course instructor and students. With effect from June AY2024-25, the following stipend is applicable:

Category	Per Month Consolidated Stipend
PhD Students Financial support (stipend) in the form of Teaching Assistantship (TA) and Research Assistantship (RA). The stipend is for a maximum duration of five years as per existing PhD guidelines.	First two years: Rs. 35,000/- per month
	Last the three years: Rs. 40,000/- per month
MTech Students	GATE Admitted Students: Rs. 15,000/- per month
	Non-GATE Admitted Students: Rs. 12,500/- per month
Contractual Teaching Assistant (Existing PhD students who have been at DAU for 5+ years)	Rs. 25,000/- per month.
BTech Students	Half the stipend awarded to MTech GATE-qualified students per month

Responsibility/Duties of Teaching Assistant (TA)
- Physical presence during lab/tutorial
- Lab preparation
- Assist in assignment and solution preparation
- Assist in course material preparation
- Assist in grading of lab/tutorial assignments
- Formal office hour to interact with students
- Taking attendance in lectures
- Any other support in academic activities

Duty hour requirement
- 10-12 hrs/week job towards the assignment to assist the instructor/tutor/students.
- A TA is required to mark his/her presence in the attendance machine placed at the Main Security Gate, and also during the labs/tutorials.
- If a TA is not present on time, he/she will be marked as late. Please note that four such instances will result in the deduction of 1 day's stipend.
- If a TA do not mark at all, he/she will be considered absent and hence, lose one day's stipend.

Resources
- Full-time Ph D students
- M Tech students
- Senior B Tech students preferably final year, if required

Eligibility
- For M Tech students
  - Full-time TAship: CPI $\geq$ 6.0

- For PhD students
  1. Full-time TAship
  2. The candidate must be enrolled as a full-time PhD scholar in the institute.
  3. The candidate should not be receiving any other financial assistance or salary from external sources unless specifically approved.
  4. Candidates must maintain satisfactory academic and research progress as per the institute's regulations.

- For B. Tech students
  1. CPI $\geq$ 7.5
  2. Course grade in the corresponding course (to which (s) he is being assigned as TA) $\geq$ 8 (BB)

- Contractual Teaching Assistant
  1. Minimum Qualification: Existing full-time PhD student who have been at DAU for 5+ years
  2. Selection Process: Must be recommended by the course instructor or PhD supervisor in the beginning of a semester.

Extraordinary allocation of TAs

There might be some cases in which skill-based TA allocation is highly desired. In such case(s), the faculty/instructor makes a request to the PG-Convenor/Dean (AP) with the required skill parameters with recommended names of students. In such cases eligibility criteria may be relaxed.

TAs that may be assigned to a course

The requirement of TA per course that has lab-credit is computed on the basis of 1 TA for every 40~50 students registered in the course. For the course with tutorial-credit, 1 TA for every 90~100 students registered in the course.

Process for TA allocation

- Dean (AP) finalizes the list of offered courses.
- Ph.D students assigned as 'Tutors' will not be considered in the TA allocation process.
- Some senior Ph.D students may be assigned the role of a head TA (in consultation with the Instructor and prospective TA). Such students will not be considered in the remaining TA allocation process.
- Dean (AP) office will provide list of eligible students who may be assigned TAship job. (Priority: PhD, M.Tech, BTech.)
- TAs preferences will be collected in the beginning of the semester and this data may be used for TA allocation.
- Post Graduate Committee allocates TA for the courses with a broad understanding of the above mentioned guideline.
- TAs allocation list gets approved by the Director/Dean-AP and the same is announced to all faculty and students. The approved list of TAs in the beginning of every semester is forwarded to HR office.
- For MTech and BTech Teaching Assistants (TAs), the TAship duration will be effective from the commencement of classes until the last date for submission of results to the Registrar's Office for each semester (as per academic calendar), excluding the summer semester.
- For PhD students, the stipend will commence from their official date of joining. For the first two years the fellowship would be Rs. 35,000 per month. From the third year the fellowship will be revised to Rs. 40,000/- per month upto the fifth year.
- TAs getting appointed as JRF in external funded projects at DAU and receiving fellowship from the project must inform the course-instructor/PG-Convenor/HR-office prior to formally joining the project. In such cases TAship will be discontinued. However, such TAs must complete the already assigned TAship task in consultation course-instructor (in the respective course in that particular smester).
- For MTech/B.Tech/M.Sc. internship/project some TAs may be given duties to assist the coordinator during the evaluation process alone as done for examination invigilation.
- For courses taught by external/visiting faculty in accelerated mode (3-4 visits per semester), the TAs may have limited tasks to carry out during the semester. Courses taught by such faculties may not be assigned any TA if eligible TAs are limited. Else multiple such courses will be alloted 1 TA to justify the work load. These TAs could be half-time TAs.
- HR office addresses all TAship matter related to the attendance policy, leave and how they will get stipend in their bank account.

Termination and Suspension

Continuation of the stipend for all TAs depends on meeting the academic requirements. The TAship may be suspended or terminated under the following conditions:

- For PhD students, unsatisfactory academic performance or failure to meet research milestones.
- TAship may be discontinued if a TA fails to deliver labs and tutorials as per the course outcomes.
- Each TA must fill out the Teaching Assistant form and submit it to the respected Secretary on or before the 20th of every month after taking a signature from his/her reporting instructor. If he/she fails to submit it, the stipend for the month may not be released.
- Disciplinary actions due to academic misconduct, plagiarism, or breach of institutional policies.
- Voluntary withdrawal from the PhD program or conversion to part-time status.
- Violation of the scholarship agreement by accepting external financial aid without prior approval.

DAU, Gandhinagar
May 14, 2025